# **Roosevelt Island Operating Corporation Civic Permits:**

## **Octagon Tennis Courts Reservation Instructions**

### **Overview**

The online reservation and permitting portal will allow users to:

- Create a personal account to keep track of all requests and approved permits
- View availability of RIOC's permitted spaces through a real-time calendar
- Reserve space for one-time or multiple-date use

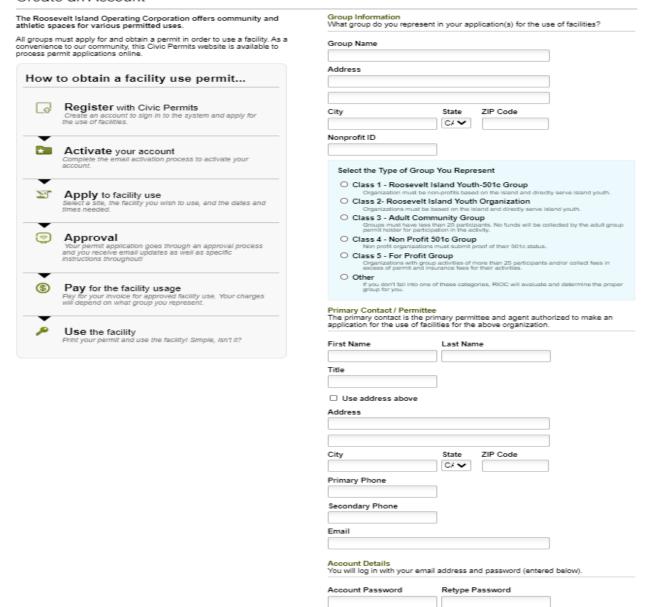
### > Step 1

To create an account:

Go to https://rioc.civicpermits.com/Account/Login

Once at the "Create an Account" page, fill out the required information. Such as group name, group type (for "Type of Group" select "Other"), address and primary contact:

#### Create an Account



☐ I agree to the Civic Permits terms and conditions.

Sign Me Up!

Once you create an account, you can login and select "New Permit Request" to request a permit:



After selecting "New Permit Request" it brings you to the following screen:

My Permits Insurance Policies Calendar Reports Settings	Quick Find: Permit or Invoice #
New Permit Request	
	OUTDOOD FIFE D DEPLUTO FALL 2010
Venue Information Activity	OUTDOOR FIELD PERMITS- FALL 2019
Activity	OUTDOOR REQUESTS FOR FIELDS ARE NOW BEING ACCEPTED FOR DATES
A continue B control of	THROUGH THE END OF 2019. OCTAGON FIELD'S OPENING DATE IS YET TO BE
Location Requested	DETERMINED.
Octagon Tennis Court 1	As discussed at previous RIOC Board
Tennis Court 1	Meetings, the renovation of Sportspark is a priority for the community. RIOC has designed this renovation to be completed in phases so as not to close the building in entirety.
Facilities Requested	Phase One is scheduled to begin in
You have not added any facilities yet. Click Add Facility and select the facilities that you would like to reserve, along with the dates and times of your events.	January 2020 and impact the East side (Pool Area) of the building. In anticipation of this closure, we will not be accepting permit requests for the pool area at this time.
Add a facility	Phase One is currently scheduled to be
	completed in Summer 2020. We will notify you once we have scheduled a specific date of
Select the facilities you want to request at this site:	completion.
Tennis Courts- 1, 2, 3  Date Start Time End Time Estimated Charge	When using this page, it may be helpful to open the online calendar in a new window or tab to check availability as you apply.
+ Add another date + Add repeating dates	PLEASE ONLY APPLY FOR TIMES WITHIN THE OPERATING HOURS BELOW:
Add & Confirm Cancel	Outdoor Fields - Firefighters, Pony and Capoblanco Fields are open-7am-dusk. Sportspark- Monday to Friday, 7am to 9pm; Saturday and Sunday, 7am to 8pm Cultural Center- Daily 9am to 9pm
Permit Questions Answer the permit questions below:	Once your permit request has been submitted, please allow up to 5 business days for it to be reviewed and approved.
What activity will be taking place? Please be specific.	You are NOT permitted to use a facility or space until you have paid in full and submitted
How many people are expected to take part in the requested activity?	valid insurance!  Insurance Information: A copy of the Certificate of Liability with the correct
Are participants charged? If YES, how much is each participant charged?	Additional Insured must be loaded into your account under Insurance Policies. All potential permit holders provide a certificate of liability in the amount of \$1 million in general liability
Are spectators charged? If YES, how much is each spectator charged?	per occurrence.  RIOC, New York State, New York City, Empire State Development, and NY Housing and
Are you flexible with your dates/times? If YES, please indicate additional preferred dates/times.	Community Renewal must be listed as additional insured.
OPTIONAL: Please answer the questions below if applicable.	
Have you had a permit on Roosevelt Island for this request before?	
Select an option	
Will there be live entertainment/amplified sound? If YES, please explain.	
Will the event be advertised? If YES, please explain.	
Will show he are site assessite 2	
Will there be on site security?  Select an option	
Please describe parking needs. Be sure to include number and type(s) of vehicles.	
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If you have a site plan or additional documents that will help RIOC evaluate your request,	
please return to your home page and click on your completed reservation request.	
Once on the reservation request page, click the "Documents" tab to complete the $upload(s)$ .	
☐ I agree to the facility use terms and conditions.	
Submit Cancel	

Fill out the information requested:

- Enter type of activity.
- Select location.
- Select Facility "Tennis Courts- 1,2,3"
- Enter request date and times, then select "Add & Confirm"
- Answer the permit questions as it applies to your request. If it does not apply to your request enter N/A
- Select box "I agree to the facility use terms and conditions".
- When complete click on "Submit".
- Once you have submitted your permit request, it will be reviewed for approval. If your permit is granted you will receive a pre-approval. You will receive email updates during the permit request process.
- You're all done!

### What's Next?

- You will receive final approval once you have returned an electronic signed copy of the RIOC Tennis Courts Rules and Operations document.
- Failure to return the signed document will result in the permit request being denied.